



TOWN OF EAST WINDSOR VACANCY
PART-TIME RECORDING SECRETARY

A part-time non-union position of Recording Secretary is available. The rate of pay is \$125 per meeting. To apply send completed application to the First Selectman's Office, 11 Rye Street, Broad Brook, CT 06016. This position will remain open until filled. EOE



TOWN OF EAST WINDSOR POSITION DESCRIPTION

DEPARTMENT: VACANCIES ON BOARDS AND COMMISSIONS

TITLE: RECORDING SECRETARY

STATUS: PART-TIME, NON-UNION, NON-EXEMPT

POSITION GOAL:

Plans and carries out work as assigned by Board Chair/Vice-Chairperson/designee. Performs tasks in preparation for, and in support of, Board meetings. Prepares correspondence as required. The work is performed under broad supervision/review of the Board Chair/Vice-Chairperson/designee. Sensitivity and discretion are required when attending Board meetings.

The Recording Secretary is there to take minutes and not to speak or join the discussion of the Board Members. The Recording Secretary is required to work evenings when most Board meetings are held.

ESSENTIAL FUNCTIONS:

- Prepares meeting Agendas, Legal and/or Public Hearing Notices as needed and files them with the Town Clerk within required timeframes
- Copies and distributes meeting documentation to Board Members
- Attends all Board meetings as required
- Takes attendance of Board members and/or Audience of Citizens
- Takes meeting minutes and/or records meetings using Zoom.
- Transcribes/documents meeting minutes and files them with the Town Clerk electronically within required timeframe
- Maintains Board files at the direction of the Chair/Vice-Chairperson/designee

OTHER FUNCTIONS:

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other related tasks may be assigned by the Chair/Vice-Chairperson/designee.

SUPERVISED BY:

Chairman/Vice-Chairperson/designee

REQUIRED QUALIFICATIONS:

High School diploma and at least three (3) years of general office or directly related experience or an Associate Degree and less than two years of general office or directly related experience. Experience taking meeting minutes is required. Experience taking meeting minutes for municipalities is strongly preferred.



TOWN OF EAST WINDSOR POSITION DESCRIPTION

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills
- Proficient in Microsoft Word and knowledge of basic office procedures
- Ability to establish effective working relationships with Board Members, Town Hall personnel and the general public
- Ability to prioritize, organize and perform work independently, and exercise mature judgement, maintain confidentiality, and make responsible decisions
- Ability to use a computer, Microsoft Word, a printer, and an email account

REQUIRED PHYSICAL EFFORT:

Must be able to sit for extended periods of time during meetings and to type and file meeting minutes electronically.

The Town of East Windsor provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Town of East Windsor complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.